

Questions	Answers
Instructions and Forms	
How can I get another copy of the 2005 California Supplemental Instructions and Forms and/or the 2005 HWR Instructions and Forms ?	You can download the 2005 California Supplemental Instructions and Forms and 2005 Hazardous Waste Report booklet from http://www.dtsc.ca.gov . Click on the <i>Managing Waste</i> link, and then on the <i>2005 Biennial Hazardous Waste Report</i> link. If you do not have Internet access, contact us at the Biennial Report Helpline at (916) 322-2880.
Where can I find the most current U.S. EPA Flat File Specifications?	You can download the 2005 U.S. EPA Flat File Specifications from http://www.dtsc.ca.gov . Click on the <i>Managing Waste</i> link, and then on the <i>2005 Biennial Hazardous Waste Report</i> link. If you do not have Internet access, contact us at the Biennial Report Helpline at (916) 322-2880.
Who Is Required To File?	
Who is required to submit a 2005 Biennial Report?	LQGs of RCRA hazardous waste and TSDFs who treated RCRA hazardous waste are required to file.
Are "California Only" handlers required to file?	No
I just bought this company. Am I required to file?	Yes. You should have received records of past hazardous waste handling activity from the previous owner. Contact the transporter for missing copies of manifests.
I am no longer generating hazardous waste. Am I required to file?	Yes. You are only exempt if you ceased all operations and all clean up prior to January 1, 2005. Submit an Exemption Form (Appendix B).
How do I submit an exemption?	Submit an Exemption Form, (Appendix B).
Workshops/Training	
Where do I get for help with the software?	Check out the Waste Reporter Software Guide and software tips in Appendix E. Contact the Biennial Report Helpline at (916) 322-2880.
Are workshops or training sessions going to be given?	Yes. See the Section on Biennial Report Workshops which will be conducted at several locations.
Reporting Information	
My company only generates non-RCRA waste. Am I required to file?	No.
Is wastewater reported?	No. If the wastewater is sent via a hard piped inline treatment system, directly to a Publicly Owned Treatment Works (POTW). Contact the Biennial Report Helpline at (916) 322-2880 for clarification.
Is universal waste reported?	No. Universal waste is exempt and is not reported.
The waste we generate is shipped offsite to be recycled, is it reportable?	Yes. All RCRA waste your company generated is reportable unless specifically exempted. See the Hazardous Waste Report Instructions and Forms.

Questions	Answers																		
Do I report waste with a heating value above 3,000 BTU or 1% VOC?	No. Not required.																		
Where can I find a list of RCRA (U.S. EPA) codes and other code lists?	See U.S. EPA Hazardous Waste Report Booklet																		
Where can I find a list of Units of Measure?	See U.S. EPA Hazardous Waste Report Booklet																		
How can I tell if I am exempt?	See Who Must File of the 2005 California Supplemental Instructions .																		
Do I need to complete “non-mandatory fields”?	<i>DTSC requires the following fields to be completed:</i> <table><tr><th><u>FORM</u></th><th><u>SECTION</u></th><th><u>BLOCKS</u></th></tr><tr><td><u>ID</u></td><td><u>N/A</u></td><td><u>ALL</u> <u>Fax # & Email entered in block 13</u></td></tr><tr><td><u>GM</u></td><td><u>I</u></td><td><u>A, B, D, F, G</u></td></tr><tr><td></td><td><u>II</u></td><td><u>ALL</u></td></tr><tr><td></td><td><u>III</u></td><td><u>A, B, D</u></td></tr><tr><td></td><td></td><td><u>A, B, D, E, F, H</u></td></tr></table>	<u>FORM</u>	<u>SECTION</u>	<u>BLOCKS</u>	<u>ID</u>	<u>N/A</u>	<u>ALL</u> <u>Fax # & Email entered in block 13</u>	<u>GM</u>	<u>I</u>	<u>A, B, D, F, G</u>		<u>II</u>	<u>ALL</u>		<u>III</u>	<u>A, B, D</u>			<u>A, B, D, E, F, H</u>
<u>FORM</u>	<u>SECTION</u>	<u>BLOCKS</u>																	
<u>ID</u>	<u>N/A</u>	<u>ALL</u> <u>Fax # & Email entered in block 13</u>																	
<u>GM</u>	<u>I</u>	<u>A, B, D, F, G</u>																	
	<u>II</u>	<u>ALL</u>																	
	<u>III</u>	<u>A, B, D</u>																	
		<u>A, B, D, E, F, H</u>																	
I can't find all of my records? Will BRS Staff give me copies of my missing manifests?	No. Contact the previous owner or the transporter to obtain missing manifests. If Unable to locate, contact the Generator Information Services at (800) 618-6942.																		
How do I submit my report?	Via mail, UPS or FED EX to: 2005 Biennial Report Staff (FLR 11-53D) Dept of Toxic Substances Control P.O. Box 806 Sacramento, CA 95812-0806 Physical address for UPS/Fed Ex: 2005 Biennial Report Staff (FLR 11-53D) Dept of Toxic Substances Control 1001 I Street, 11th Floor Sacramento, CA 95814																		
Can I fax my report to meet the deadline?	No. Submissions must contain original signatures and must be postmarked, not received , by the deadline. Submissions should include an electronic version of the report..																		

Questions	Answers
Internet	
Is information available on the Internet for the 2005 Biennial Report and/or the 2005 HWR?	Yes. See http://www.dtsc.ca.gov . Click on the <i>Managing Waste</i> link, and then on the <i>2005 Biennial Hazardous Waste Report</i> link for downloading 2005 Biennial Report Instructions and Biennial Report Forms, 2005 HWR Instructions, U.S. EPA Flat File Format, 2005 Waste Reporter Software, and Adobe Acrobat Reader.
Can I email my transmittal file?	No. Submissions must be signed and sent by mail, with the transmittal file diskette attached.
Software	
Where can I get the Waste Reporter software?	See http://www.dtsc.ca.gov . Click on the <i>Managing Waste</i> link, and then on the <i>2005 Biennial Hazardous Waste Report</i> link.
What if I can't see the right hand scroll bar?	Resize your monitor resolution to 1024 x 768 .